



Monthly Departmental Report

7/25/2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works



Finance Department

Monthly Departmental Report

Through the Period Ended July 25, 2014

Activity	Status
Operations	
Successor Agency	<p>The City has received notification that the State Department of Finance approved the proposed refunding of all outstanding bonds issued by the former Belmont Redevelopment Agency.</p> <p>Through the reduced debt service, this action will reduce the costs of the Successor Agency and generate additional funds to all the taxing entities immediately. The percentage of long term savings to the City is estimated at 16.4% and the Belmont Fire Protection District's share is estimated at 28.26%.</p>
Economic Development	<p>The City of Belmont has been selected to receive \$440,000 in C/CAG Priority Development Area Planning Program grant funds to assist with the preparation of a Belmont Village Specific/Implementation Plan.</p> <p>The City is currently working with C/CAG to obtain these federal funds and expects work to commence in 2015. Preparation of this regulatory document is one of the actions adopted by the City Council as part of a larger Downtown Belmont revitalization plan.</p>
PG&E Energy Efficiency Project	On May 27 th Council approved the City's participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures. Staff is working with the City Attorney and PG&E to finalize contract documents.
Debt Management	The City has engaged a new financial advisor who is working with staff on debt pay down and cash flow management plan for funding the City's portion of the SVCW's Sewer Treatment Facility. An informational report has been completed.
Year End Close	<p>Work has begun on closing the books for June 30th.</p> <p>Earlier this year, Maze & Associates completed their interim fieldwork with no significant findings.</p> <p>Maze is scheduled to be back in August to perform final tests and issue their opinion shortly thereafter. This schedule should accomplish the City's objective of early publication of its financial statements.</p>
Reporting	
Treasurer's Report	May report completed.
Monthly Budget Variance	May report completed.

Human Resources Department Monthly Report

July 2014

Recruitment Summary

Position	Department/Division	Filing Deadline	Status/Activity
Accounting Technician I/II/III	Finance	April 18, 2014	Kelly Lahr appointed effective July 9, 2014.
Entry Level Firefighter/Paramedic	Fire	Testing Period Underway	Three (3) candidates currently in background.
Administrative Battalion Chief	Fire	April 25, 2014	Kent Thrasher appointed effective July 16, 2014.
Public Works Lead Maintenance Worker (Internal)	Public Works	July 7, 2014	Assessment center held July 17, 2014.
Police Officer	Police	July 18, 2014	Application screening underway.

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

June 2014



DAY CARE	<p>BELMONT COMMUNITY LEARNING CENTER: The Community Learning Center has 75 children enrolled.</p> <p>June is Community Service Month, and many parents and community members spoke about their occupations to the children. Visitors included a physical therapist, lawyer, hair stylist, teacher, nurse, dentist, scientist, dental assistant, doctor, and Reading Bug story time.</p> <p>June 9-13, the children made many special art projects for dad. The children made a picture frame, door knob hanger, Father's Day card, a car, and a tie.</p> <p>On June 24 the children enjoyed jumping in the bounce house. The Sun family provided a pizza lunch and bounce house for the children to celebrate their children's birthday.</p> <p>The children and staff continue to tend to our vegetable garden.</p>
SENIOR SERVICES	<p>PROGRAMS and EVENTS:</p> <ul style="list-style-type: none">-The Twin Pines Shuttle provided 165 one way trips in June. A group of seniors rode our shuttle to Senior Day at the County Faire and enjoyed wandering through the exhibits and indulging in faire food.- 382 Lunches were served in the Twin Pines Café.-Volunteers provided 525 hours of dedicated service at the Twin Pines Senior & Community Center in June.-The June Senior Dance Night was attended by 35 people. The Dance Nights will be discontinued in the new fiscal year, due to declining attendance.-A June Birthday lunch was held, celebrating everyone born in the month of June. Parks and Recreation Director, Jonathan Gervais, was present to wish everyone a Happy Birthday and speak about the Parks and Recreation Department, and the many things happening within the department.-June movies were attended by over 344 people, with new DVD releases, foreign films and the classics being shown.-A Memory Pre-Screening was offered in partnership with Senior Helpers.

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

June 2014



	<p>Over 20 people participated in the confidential screening, which provides a baseline for evaluating memory issues.</p> <p>-An intergenerational lunch and bingo was held with fourth graders from Central elementary school. Engaging conversation and a rousing game of bingo for prizes was held. Plans are already in the works to schedule more activities across the ages for the next school year.</p> <p>- The PS Performers, a Belmont based youth group, performed a Variety show on June 26. This lively show featured song and dance from Broadway tunes to contemporary music. An intergenerational ice cream social followed the show.</p> <p>-Low income senior citizens received coupons good for produce at the Certified Farmers Markets as part of the California Department of Food and Agriculture's Senior's Market Nutrition Program. This giveaway was offered in conjunction with the County of San Mateo and the Twin Pines Senior and Community Center.</p>
<p>RECREATION PROGRAMS AND CLASSES</p>	<p>ACTIVENET ONLINE REGISTRATION:</p> <p>The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 601 enrollments were processed during the month, generating \$87,284 in recreation program revenue. We have changed the registration collection process for the Footsteps Afterschool Program, which resulted in a decrease in gross revenue from previous years. There will also be a corresponding decrease in program expenditures related to the Footsteps Afterschool Program. <input type="checkbox"/> 456 (76%) enrollment transactions were successfully processed online during the month of June. Online registration percentage for June is up over 10% over May. <input type="checkbox"/> Processed \$66,923 (77%) in program revenue via online transactions. <p>PROGRAMS and CLASSES:</p> <p>TEENS:</p> <p>The teen program is on hiatus this summer and will resume in the Fall. The Drop in program at Barrett reached 75 kids before school let out.</p>

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

June 2014



	<p>YOUTH: We took in 242 camp registrations in June, and 159 swim registrations in the same timeframe.</p> <p>ADULT: Not much started in June for adults, it's all about the kids.</p>																
RECREATION FACILITIES	<p>FACILITY RENTALS:</p> <p>Facility use for June</p> <table> <tr><td>TPSCC</td><td>24</td></tr> <tr><td>Lodge</td><td>18</td></tr> <tr><td>Cottage</td><td>15</td></tr> <tr><td>Barrett</td><td>35</td></tr> <tr><td>Manor</td><td>12</td></tr> <tr><td>Complex</td><td>30</td></tr> <tr><td>Taube</td><td>3</td></tr> <tr><td>Total</td><td>137</td></tr> </table> <p>Generating over \$40,000 in facility rental revenue.</p>	TPSCC	24	Lodge	18	Cottage	15	Barrett	35	Manor	12	Complex	30	Taube	3	Total	137
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Complex	30																
Taube	3																
Total	137																
MEETINGS	<p>ActiveNet FlexReg Training ActiveNet Webinar on Streamlining Brochure Production Barrett Ad Hoc Committee Meeting Belmont City Council Meetings Belmont Community Learning Center PTO Meeting City of Belmont Wellness training, Stress Reduction FEMA Emergency Management Institution Online Courses. San Mateo County Parks and Recreation Directors' Meeting San Mateo County Senior Farmers Market Program Meeting San Mateo County Nutrition and Meals on Wheels Providers Senior Citizen's Advisory Committee Special Olympics Law Enforcement Torch Run Meeting YTRS – Youth & Teen Recreation Services Meeting</p>																

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

June 2014



Parks Maintenance Activities

Location	Work Performed
Twin Pines Park	Repaired water leak in Redwood Picnic Area
Twin Pines Park	Prepared for Summer Concert Series including cleaning of benches, additional garbage cans, electrical system checks, aeration and fertilizing.
Twin Pines Park	Sand added to the four horseshoe pits
Twin Pines Park	Repaired sink in women's restroom at Buckeye Picnic Area restroom
Hallmark Park	Seasonal weed control along fences and property lines
Wakefield Park	Seasonal weed control
Alexander Park	Repaired Pergola at entrance to the park
Alexander Park	Pruned all shrubs
O'Donnell Park	Repaired two swings
Belameda Park	Removed graffiti in play area
Belameda Park	Sand added to play box
Barrett Playground	3 new picnic tables installed adjacent to playground
All Park Sites	Regular and routine maintenance performed

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

June 2014



Athletic Field Activities

Location	Work Performed
North Field Sports Complex	Small lawns removed and mulch added
North Field Sports Complex	Home plate replaced
South Field Sports Complex	Irrigation backflow leak repaired
South Field Sports Complex	Daily field prep for Adult softball program
Marina Field Sports Complex	Special attention for hosting 10/11 year old All-Star Tournament
Nesbit Field	New valve installed- Station #5
Nesbit Field	Complete irrigation system check and adjustments
Central Field	Irrigation valve replaced
Barrett Field	Backflow leak repaired
Fox Field	Irrigation repairs and adjustments
Ralston Field	Repairs to irrigation system caused from cars during graduation parking
Ralston Field	Filled holes created by gophers
All Athletic Fields	Aerated and fertilized

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

June 2014



Medians and R-O-W Activities

Location	Work Performed
El Camino Real	Two dead plum trees were removed
El Camino Real	Downed tree branch was removed
Lodge Drive	Area was cleaned along with seasonal weed abatement
Christion Drive	Area was cleaned along with seasonal weed abatement
Island Parkway/Concourse Drive	Medians were cleaned and shrubs pruned
Marine View	Cleared weeds and mulched R-O-W
Ralston Ave.	Cleared sidewalks from Lyall to Lassen Drive

**PERMIT CENTER
MONTHLY COUNCIL REPORT
June 2014**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	8	Planning Division
Development Review Applications Approved	3	Planning Commission Review
Permit Applications Received	107	Building, Plumbing, Electrical & Mechanical
Permits Approved	93	Inclusive of above
Permits Issued	96	
Inspections Performed	467	Building Division
Revenue Generated	\$241,270.69	Development Services
Department 210		

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
July 2014**

PROJECT	PRESENT ACTIVITY	STAFF	NEXT ACTION
	ZONING CODE AMENDMENTS		
2035 General Plan Update & Belmont “Villages” Districts Element (BVE) and Zoning (BVZ)	<p>Project includes rezoning, and new development standards for DTSP and Ralston/El Camino Real Corridor area.</p> <p>Outreach event occurred on 11/15/12 related to Belmont’s Grant/Case Study via the Grand Boulevard Initiative. The results of the case study will inform BVZ edits.</p> <p>Draft GBI (Grant) case study findings (ECHO II) provided to City in mid-March 2013; some recommendations to be incorporated into Draft BVZ.</p> <p>Draft Belmont Village Element (BVE) prepared and reviewed by PC on 5/7, 5/21, and 7/1; PC concurred with Draft and forwarded to City Council.</p> <p>CC first review of Draft BVE occurred at 8/13 mtg. ECHO II Presentation made to PC at 10/15 meeting – the item was well received.</p>	de Melo	<p>ECHO Presentation made at 1/28/14 CC Meeting – well received. Council directed incorporation of case study recommendations as appropriate into Belmont Village Policy documents.</p> <p>City Council reviewed Downtown Revitalization & General Plan Policy Framework at 2/11/14 meeting and concurred with Action Plan and necessary funding/resources for project.</p> <p>Staff is currently generating Scopes of Work for Project Components and Associated EIR. At 5/13 CC Meeting, a Council Subcommittee was appointed to assist in the final consultant selection. On 6/19, CC Subcommittee recommended Dyett & Bhatia for GP Update and BV Project. Service Agreement approved by City Council at 7/8 meeting.</p>
	COMPLEX DEVELOPMENT REVIEW PROJECTS		
Firehouse Square	<p>Council adopted Resolution authorizing ENA proceedings at 8/14/12 CC meeting.</p> <p>Draft ENA with Sares-Regis approved by Council at 8/13/13 mtg; ENA has been signed by all parties. Next steps include due diligence by Sares-Regis and neighborhood outreach.</p> <p>First community outreach meeting occurred on 12/18/13</p>	de Melo Scoles Rennie Fil	<p>Third outreach held on 4/14/14 – 45-50 attendees; Sares-Regis presented project plans & alternatives; presentation was well-received. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms.</p>

	on-site – productive meeting with approximately 20-25 attendees. Second outreach meeting held on 1/27/14 – 45-50 attendees; the meeting allowed for discussion of constraints & opportunities.		
Autobahn Motors Dealership Expansion – 700 Island Parkway	<p>Project entails demolition of existing Sales/Service facility and construction of new Sales Facility/Showroom building. Some service operations will migrate to Harbor Boulevard site (HIA area) currently leased by Autobahn. City Council approved Service Agreement with Environmental Consultant for project in July 2013. Formal application for entitlements filed in mid-September 2013.</p> <p>Project Environmental Study released for public comment and to the State Clearinghouse on 3/18; public comment period ended on 4/18.</p>	de Melo	<p>Project Environmental Study & PD Amendment reviewed by PC on 5/6 and recommended for approval to Council.</p> <p>City Council approved entitlements on 5/27; second reading of Ordinance amending PD completed on 6/10. Next step is submission of Detailed Development Plan (DDP) for review. DDP & Design Review public hearing to occur at 9/16 Planning Commission meeting.</p>
576-600 Camino Real – Proposed Mixed-Use (Commercial & Residential) Development	Project includes construction of three story mixed-use building – 10k square feet of ground floor commercial space and 26-32 residential condominiums (on 2 nd & 3 rd floors). An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses.	de Melo & Contract Planner	City Council approved Service Agreement with Environmental Consultant for project in January 2014. Formal application for entitlements filed in October 2013. Project Environmental Study released for public comments on 6/30. Public hearings for project entitlements tentatively scheduled for Planning Commission on 9/2/14 and City Council on 10/14/14.
Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive	CSUS filed new development review application in January 2014. Project entails construction of new 60k sq. ft. middle school to accommodate 240 students.	DiDonato & de Melo	City Council approved Service Agreement with Environmental Consultant for project in January 2014. Preparation of Project

	Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.		Environmental Study (including a new traffic study) is underway. Public hearings anticipated in late Fall 2014.
Clear Channel Outdoor (CCO) – Shoreway Road	Project entails installation of a two-sided digital electronic billboard for the City's Shoreway Road Pump Station property.	de Melo Scoles Rennie Fil	City Council authorized City Manager to negotiate lease terms and allow CCO to file a development review application for the subject property in March 2014. City currently working on a lease agreement and billboard relocation agreement. Development application anticipated to be filed in August 2014.
Property Adj. to 1114 Village Drive	Tentative Map/ Design Review/Grading Plan & CUP for Construction of 10 Townhomes over a Common Parking Garage. Project reviewed and approved by Commission at 7/3/12 meeting.	DiDonato	Subdivision reviewed and approved at 10/23/12 CC meeting. Next step is CC review of PUE Vacation, and Final Subdivision Map. No update since last report.
	SAN JUAN HILLS DEVELOPMENT		
3300 Block of Lower Lock – Piazza Property	PC approved SF Design Review for the project at their 11/5/09 meeting. Extension of SFDR Approval approved at 3/15/11 PC Meeting. Soldier Pile walls Building Permit issued in November 2011. Conservation easement for subject property approved at 11/27/12 CC meeting.	DiDonato	SFDR Entitlements expired. Applicant re-filed SFDR application for the subject property. Project approved by PC at 2/4/14 meeting. Next step is building permit submission. No update since last report.
San Juan Hills Master Plan Subdivision (Lehmer)	Sale of Bishop Property completed on 10/2. Council initiated General Plan Amendment & Rezoning for balance of city-owned property at 9/10 meeting. Planning Commission reviewed GPA/Rezone on 10/1 and recommended approval.	de Melo, Scoles, Rennie & Fil	At 11/26/13 CC meeting, Council gave direction on specific improvements to further implement the subject properties as parks/open space (signage, trail maps, etc.). (OS-P) Zoning is effective on 12/10/13. No update since last report.

	City Council adopted GPA Reso to designate the property as Open Space (OS), and conducted first reading of Ordinance for new Open Space – Parks (OS-P) Zoning District at 10/22 meeting. Second Reading of Ordinance completed at 11/12 CC meeting.		
	APPEALS		
	SUCCESSOR AGENCY PROJECTS		

Items shown in bold face are new since last month.
Items shown in italics are scheduled for next CC or PC meeting.
Items shown in ~~strikeout~~ will be removed in next report.



BELMONT POLICE DEPARTMENT



Monthly Activity Report for June 2014

PERSONNEL

- Corporal Bill McGuigan announced his intent to retire effective August 15, 2014.
- Recruitment initiated to create an eligibility list for entry-level Police Officers.
- One probationary Police Officer continues to progress in the FTO program.

OPERATIONS

Arrests – 65

Citations – 448

Total Incidents – 2443

Reports Written – 194

Code Enforcement – Total Calls: 119, Admin Citations: 7, Warnings: 3

COMMUNITY POLICING

Abandoned Vehicle Report: 57 complaints (52 resolved within 96 hours, 5 were not).

Child Safety Seats: Community Service Officers inspected 7 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:

- Coffee with Cops
- BPOA Labor Negotiations Conference Call
- 4 Corners Group Meeting
- Mental Health Board Meeting
- SMCPCSA Meetings
- CHS Graduation
- Annual SWAT Dinner and Awards Ceremony
- Legislative Committee Conference Call
- BRSSD Class Tour of City Hall
- State Board Conference Call
- Chief Read's Retirement Dinner
- State Board Recidivism Meeting
- NTF Board Meeting
- Staff Meeting

Capt. Halleran attended meetings and participated in functions for:

- SMT
- OES JPA Working Group Meeting
- Field Crisis Consultation Committee Meeting
- Communication Managers Association Meeting
- Disaster Preparedness Day
- SMC Communication Managers Meeting
- Belmont CERT Meeting
- Staff Meeting
- Emergency Services Council
- Changes to Dispatch and EOC Meeting
- Elected Officials Training Planning Meeting
- AT&T Public Safety Representative Meeting
- San Mateo Co. Emergency Managers Meeting
- Creek Monitor Meeting
- EOC Configuration Review

Capt. Psaila attended meetings and participated in functions for:

- Coffee with Cops
- CHS Graduation
- Monthly Sergeants Meetings
- County Surveillance Plane Presentation
- Annual SWAT Dinner and Awards Ceremony
- Chief Read's Retirement Dinner
- Staff Meeting
- Ralston Middle School Graduation
- GTF Meetings
- Chief Gaffney's Retirement Party
- Meeting with Taser

TRAINING

June 3-6, 2014	S. Nimau	CIT Academy
June 3-7, 2014	J. Christman	SLI
June 9-20, 2014	M. Cecchi	D-TAC Instructor
June 9, 2014 - July 4, 2014	D. Friedman & Kilo	Canine Detection
June 12-13, 2014	J. Christman	Vehicle Ops
June 16-20, 2014	E. Branch	Robbery Investigation
June 16-20, 2014	R. Collins	Interview and Interrogations
June 25, 2014	C. Fischer, J. Lorenzini, E. Gonzales	Temporary Holding Cell

POLICE RESPONSE HIGHLIGHTS

- During the month of June, Belmont Officers worked with our County Vehicle Theft Task Force and located two stolen vehicles. The subsequent investigations led to the recovery of several other items of stolen property.
- Two Belmont Officers were trained in June to work as Tactical Flight Officers on our County's new airplane. This resource is now available to San Mateo County law enforcement agencies to assist with search and rescue missions, locating fleeing suspects, surveillance and planning operations. The plane has already been deployed in Belmont, and has become a wonderful asset for our community.
- In June, the Belmont Traffic Division helped facilitate the graduations at both Carlmont High School and Ralston Middle School.

Belmont Fire Department



Monthly Activity Report

For

June 2014

Personnel

Retirements: Deputy Fire Chief Mike Gaffney

Recruitments: None

Promotions: None

Operations

Emergency Response: For the month of June there were 190 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	3
Rescue & Emergency Medical	117
Hazardous Condition	1
Service Call	21
Good Intent Call	30
False Call	18
Total	190

Mutual Aid Received	20
Mutual Aid Extended	21

Community Outreach

Deputy Chief Gaffney attended meetings and participated in functions related to the following:

SMT/SinC Meeting * Firefighter Candidates Application Review with HR * Hazmat Team Committee Meeting * Meeting with Mid-Peninsula Water District * County Disaster Preparedness Day Event * Fire Support Staff Meeting * City Council Meeting * Firenet Six Board Meeting * WUI Tour with Chief Keefe * Station Visits with Crews * SMT Meetings *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

Hazmat Show & Tell at County Emergency Preparedness Day Event * CPR Class for Parks & Recreation Staff * Station 14 Tour for Nesbit Elementary School 1st Grade Class *

Training

Fire Personnel attended the following training & exercise opportunities:

Target Solutions & EMS Training at Central County Fire * Panel Interviews for Firefighter position *

Total Department Training Hours for Month	133
Average Training Hours by Shift for Month	44

June Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	100
New Business License Inspections	4
Plan Reviews	7
Site Plan Reviews	6
Fire Inspections/Fire Finals	4
Training/Inspections with Belmont Building Inspector	20



**Engineering Monthly Report
Public Works Department
July 11, 2014**

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Ralston and Harbor Station Lid Replacement Project	Gilbert Yau	Project advertised and bid opening on July 11, 2014.	Award contract.	This project will replace 4 concrete lids at the Ralston and Harbor Storm Pump Stations.
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is reviewing options to lower the construction cost.	Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
2014 Pavement Maintenance	Dalia Manaois	Project awarded.	Begin construction July 2014.	Project will slurry seal various streets within the City as part of the pavement preservation program.
2015 Pavement Reconstruction Project	Dalia Manaois	Field investigation and design activities.	Complete 65% design.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds.
Old County Road Street Lighting (Phase II)	Gilbert Yau	The district boundaries were revised to accommodate all poles on Old County Road and Masonic Way. Staff developed the street light fixture standard plan and approved by Planning Commission, which will be forwarded to the City council for final approval on July 22, 2014.	Continue to coordinate with PG &E for the design to obtain right-of-way clearance for the project. Report to Council for approval of City's Light Standards.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau Dalia Manaois	Consultant Notice to Proceeds.	Project kick-off and begin design.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	Project on hold. City and Redwood City need to reach an agreement on design and construction of improvements.	Reviewing existing agreements to determine requirements for moving project forward.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Consultant contract authorized by Council on May 27, 2014.	Begin design.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	Data collection has started. The consultant installed pressure monitoring devices at 4 major pump stations. The SmartBall inspection took place on 4 force mains to determine condition of pipe's interior.	Analyze results of the inspection and prepare a condition assessment report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
Ralston Avenue Sewer Main Improvement Project- Phase 1	Bozhena Palatnik	Council approval of the project was obtained in May, 2014.	Conduct outreach to residents, and advertise the project.	This project will replace the sewer main on Ralston Avenue between Notre Dame Avenue and South Road.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 28 # of Inspections assigned: 113	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log June							
Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	5	3	2			1	
Emergency Sewer Calls -after hours	1	1				1	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism							
Illicit Discharge							
Public Inquiry	3	3					
Sewer Repair							
Sewer Lateral/PLCO	20	20					
Sewer Overflow							
Sidewalk							
Storm Drain	5	5					
Street Light	5	1	1	2	1		
Street Maintenance/ Potholes	5			4	1		
Street Signs	2	1		1			
Street Sweeping							
Traffic Signals	3	2		1			2-Caltrans responsibility
Weeds/ shrubs/trees (within ROW)	7	4	1		2		
Storm Related Call							
Recology Calls	8	8					7- Abandoned item calls
Total Requests/turn around time	64	48	4	8	4		
Percentage		75%	6%	13%	6%		
Previous Month's Total	62	36	5	17	4		
Previous Month's Percentage		58%	8%	27%	6%		

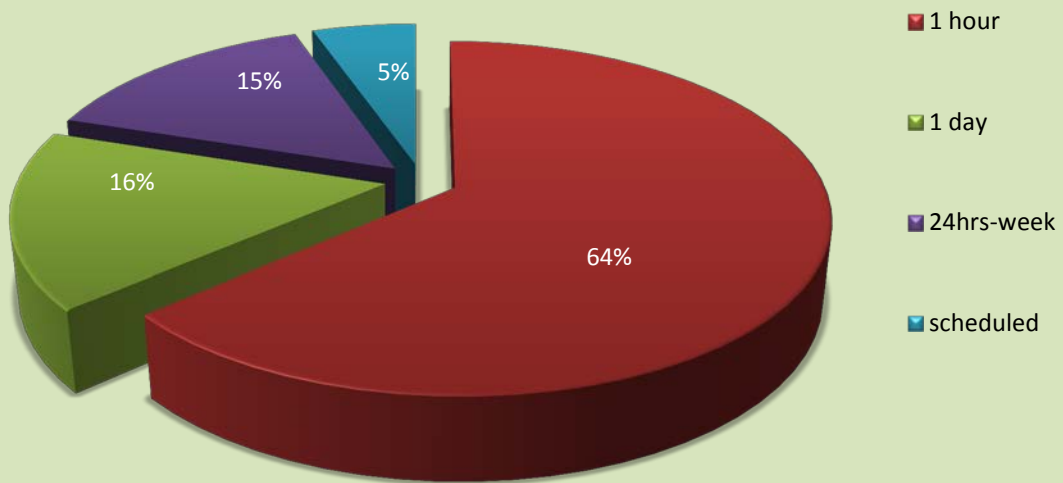
Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	10,847	feet
Storm Drain Video Inspection Footage	2,361	feet
Sewer Video Inspection Footage	10,899	feet
Curb Miles Swept - mileage	396	miles
Vehicle Preventative Maintenance	20	vehicles
Vehicle Repairs	28	vehicles

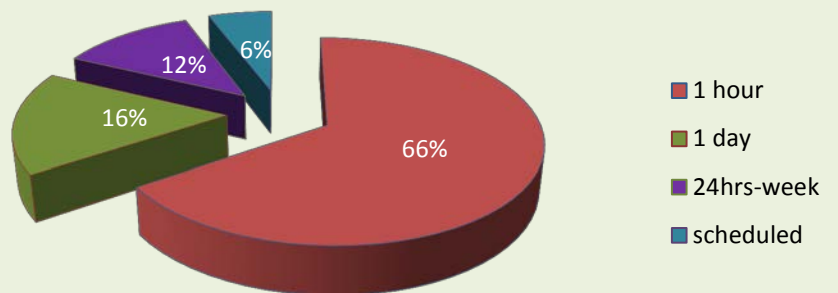
Public Works Department Annual Report

FY14

**FY14 Service Request Response Time
(Total Calls- 944)**

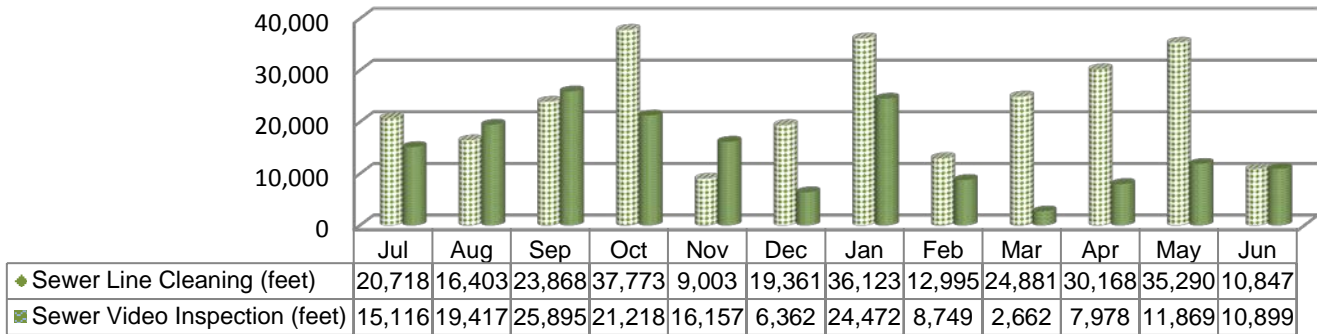


**FY13 Service Request Response Time
(Total Calls-1,180)**

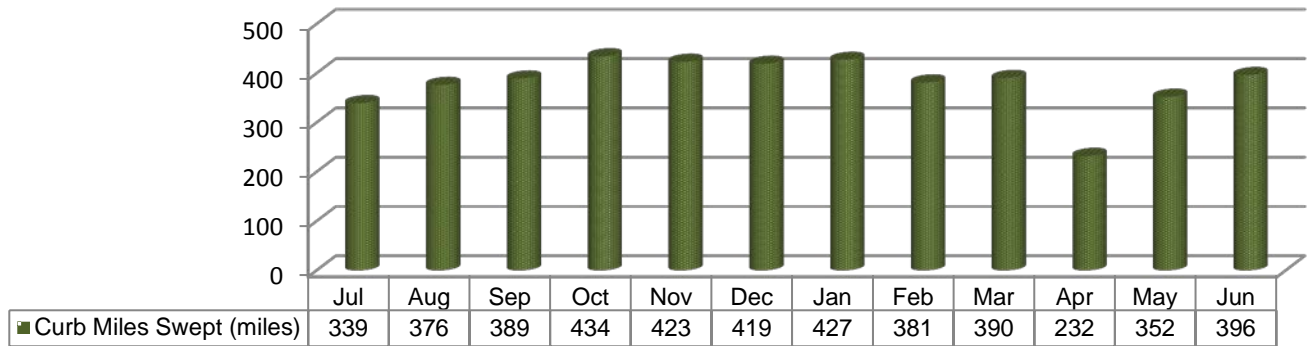


Public Works Maintenance Summary
FY14

Sewer Line Preventative Maintenance



Street Sweeping



Vehicle Maintenance and Repair

